

# **Latvijas Banka Statistical Database**

## **User Manual**

Version 2.03

**Riga, July 2015**

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## 1. General principles

### 1.1. Layout of the user interface

The user interface consists of three parts: **1** language selection and other options, **2** left-hand side menu and **3** statistical data and charts presentation area.

**1** Language selection and other options: Includes flags for Latvian and English, a Home link, and a Bank of Latvia link.

**2** Left-hand side menu: Contains a list of statistical areas and links to the User Manual and Video Help.

**3** Statistical data and charts presentation area: Displays the '01 External debt data tables' section. It includes filters for Periodicity (quarter), Year (filter used), and Quarter. The table shows the following data:

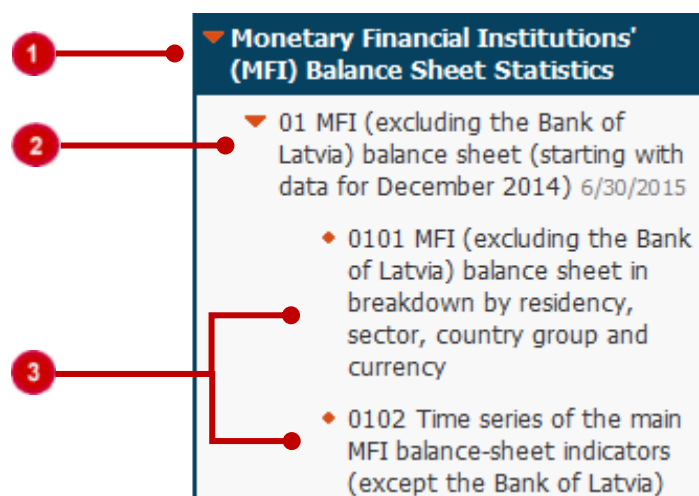
Component	I / 2014	II / 2014
GROSS EXTERNAL DEBT (total)	30 323.84	32 483.45
General government (total)	6 872.35	7 611.78
Short-term (total)	18.65	15.40
Debt securities	17.88	13.83
Loans	0.00	0.00
Other liabilities	0.77	1.57
Long-term (total)	6 853.70	7 596.38
Special Drawing Rights	135.63	136.86
Debt securities	3 547.67	4 304.37

### 1.2. Language selection and other options

	Latvian language switcher
	English language switcher
	<p>RSS feed menu. Clicking on this icon opens a window where one can subscribe to RSS messages on all data changes or changes in a definite statistical area.</p> <ul style="list-style-type: none"> <li>All data</li> <li>Statistical area "Balance of Payments (BOP) and International Investment Position (IIP)"</li> <li>Statistical area "Effective Exchange Rates of the Lats (EERL)"</li> <li>Statistical area "Monetary Financial Institutions' (MFI) Balance Sheet Statistics"</li> <li>Statistical area "External Debt"</li> <li>Statistical area "Foreign Direct Investment (FDI)"</li> <li>Statistical area "EUR Exchange Rate against LVL"</li> <li>Statistical area "International Reserves Template"</li> </ul>
Home	Link to the homepage of the statistical database
Bank of Latvia	Link to Latvijas Banka's website

### 1.3. Left-hand side menu

The left-hand side menu allows the user to find and select the necessary data. The menu is organised in three levels:



**Statistical areas** 1

**Data categories** 2

The name of the data category is followed by the date of the last update.

**Data tables** 3

One or several data tables defined by the Bank of Latvia are available for each data category. To open the table, click on its title. To open a blank data table, click on the link **Create your table**.

To open a sub-level, click on the title of a level or the icon ▶.

Where necessary, the left-hand side menu can be hidden by clicking on the icon ◀◀. If the left-hand side menu is hidden and it is necessary to unhide it, click on the icon ▶▶ at the title "Data categories".

▶▶ Data categories

Statistical data Charts

Home | Bank of Latvia

PDF XLS XLS CSV RTF

### 01 External debt data tables

Available row or column fields and data fields

Periodicity - quarter Year - filter used Quarter

Closing position (millions of EUR) Period

Component	Sector	Maturity	Debt instrument	I / 2014	II / 2014	III / 2014
GROSS EXTERNAL DEBT (total)				30 323.84	32 483.45	33 761.31
General government (total)				6 872.35	7 611.78	7 904.74
Short-term (total)				18.65	15.40	9.75
Debt securities				17.88	13.83	9.42
Loans				0.00	0.00	0.00

User Manual and Video Help are available in the left-hand side menu. To open it, click on the menu

User Manual  
Video Help

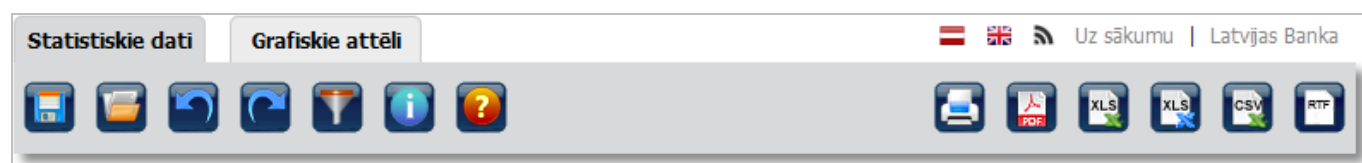
## 2. Statistical data and charts presentation area



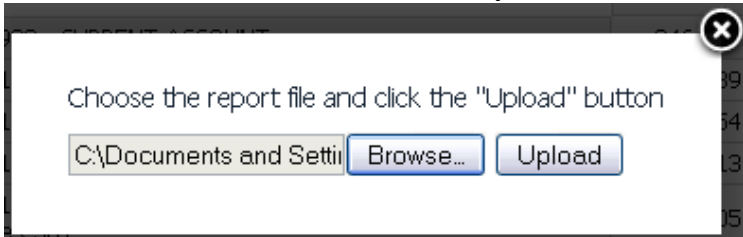



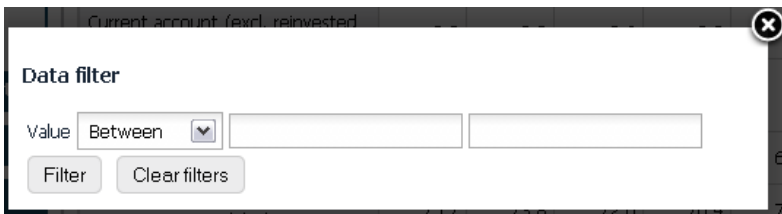
### 2.1. Data presentation area

This area shows data of the selected data table. The sections **Statistical data** and **Charts** are available on the upper toolbar of the data presentation area.

#### 2.1.1. Statistical data

In the section **Statistical data** you can see and change the data of the selected data table and perform the toolbar actions.



	<b>Save</b>	Saves the data tables created by the user on his/her PC. The file is saved in the Internet explorer default download folder.
	<b>Open</b>	<p>Opens the previously saved data tables. A window opens where the user selects the location of the file and clicks on the <b>Upload</b> button.</p> 
	<b>Undo</b>	Erases the last change to the data table, reverting it to an older state. Where no changes have been made to the data table, the icon is inactive with a grey arrow on it. The system stores the last <b>five</b> changes.
	<b>Redo</b>	Reverses the undo and restores the change made to the data table. Where no undo actions have been made, the icon is inactive with a grey arrow on it.
	<b>Filters</b>	<p>Filters the data in the table using different criteria. For each data field, you can define whether the value sought equals "=", does not equal "&lt;&gt;", is larger than "&gt;" or smaller than "&lt;" the value entered in the next column. To find a value in a particular range, choose the filter type "Between" and enter the range in the adjacent boxes.</p>  <p>Where the row or column and data fields are changed, the filter is cancelled.</p>

 <b>Information</b>	<p>Gives information on a data category or a table. Where there is no additional information, the icon is not available.</p> 
 <b>Help</b>	<p>Offers guidance for working with the statistical database.</p> 
 <b>Print</b>	<p>Prints the data table.</p>
 <b>PDF</b>	<p>Saves the data table in a PDF format.</p>
 <b>MS Excel</b>	<p>Saves the data table in an MS Excel format.</p>
 <b>MS Excel (unformatted)</b>	<p>Saves the data in an MS Excel format without table descriptions.</p>
 <b>CSV</b>	<p>Saves the data table in a CSV format.</p>
 <b>RTF</b>	<p>Saves the data table in an RTF format.</p>

### 2.1.2. Data table

The principle of pivot tables is used for presenting data. A data table is created from the available row or column fields and data fields. It presents data in different breakdowns and allows users to select data according to their needs. The selected data are presented in a table, arranged in rows and columns.

Available row or column fields and data fields

Breakdown by residency and country groups Currency breakdown Changes (in millions of euro)

Year Month

Stocks (in millions of euro)

Period 05 / 2015 Type of maturity Maturity breakdown

Breakdown by residency Loans in breakdown by sector Loans in breakdown by subsector and purpose

Residents

Non-residents (total)

Non-MMF investment funds and alternative investment funds

Other financial institutions (i)

Non-financial corporations

Households


Demand With an original maturity Reverse repo transactions

1 719.9	10 807.8	2.4
496.1	1 549.2	185.5
0.0		
102.8	50.2	113.7
362.0	1 298.1	49.1
31.3	200.9	22.7

**Data table containing the selected data**

**Column field area**

**Row field area**

Hierarchical rows and columns are hidden in a data table. To see sub-levels, click on the icon .

To collapse sub-levels, click on the icon .

### 2.1.3. Row or column fields of a data table

Row or column fields show the possible data breakdowns (for the definition of "data fields", see Section 2.1.4). In data tables, the row or column field is presented as follows: Half-year Year.

Available row or column fields and data fields

Breakdown by residency and country groups Currency breakdown Changes (in millions of euro)

Year Month

Stocks (in millions of euro)

Period 05 / 2015 Type of maturity Maturity breakdown

Breakdown by residency Loans in breakdown by sector Loans in breakdown by subsector and purpose

Residents

Non-residents (total)

Non-MMF investment funds and alternative investment funds

Other financial institutions (i)

Non-financial corporations

Households

Demand With an original maturity Reverse repo transactions

1 719.9	10 807.8	2.4
496.1	1 549.2	185.5
0.0		
102.8	50.2	113.7
362.0	1 298.1	49.1
31.3	200.9	22.7

**1** Area of row or column fields not linked to the table. All row or column fields available in the data category but not used in the data table are located here.

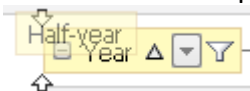
**2** Filter area. The row or column fields used as data filters are located in (dragged to) this area.

**3** Column field area. The row or column fields forming the data table columns are located in (dragged to) this area.

**4** Row field area. The row or column fields forming the data table rows are located in (dragged to) this area.

The user can easily modify the data table. To use row or column fields in the data table, select a field from the available list of row or column fields and drag it to the relevant area. To do that, click the left

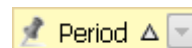
mouse button once on the relevant row or column field and, holding it down, drag the field to the row or column field area or the filter area. When the field has been dragged to the required area, two arrows appear indicating the location where the field will be placed.



Then the mouse button can be released, as the field has been linked. If any row or column fields already are placed in the area, the sequence of the fields depends on the location of the field (the field can be located at the beginning, in the middle or at the end).

Unlinking of row or column fields is performed in an analogous way. To do that, drag a row or column field from the linked position to the area of row or column fields not linked to the table.

Where a pin icon is located next to the row or column field, the field cannot be moved.



#### 2.1.4. Data fields of the data table

Data fields show the available values.

In data tables, data fields are presented as follows:

Changes (in millions of euro)

Stocks (in millions of euro)

Available row or column fields and data fields

Breakdown by residency and country groups Currency breakdown Changes (in millions of euro)

Year Month

Stocks (in millions of euro)

Period Type of maturity

05 / 2015

Demand With an original maturity

	up to 1 year	1-2 years	2-5 years	over 5 years
Residents	1 719.9	132.7	261.3	2 208.7
Non-residents	496.1	221.1	73.0	690.7

**1** Area of data fields not linked to the table. All available data fields that have not been used in the data table are located here.

**2** Data field area. Data fields that must be presented in the data table are located in (dragged to) this area.

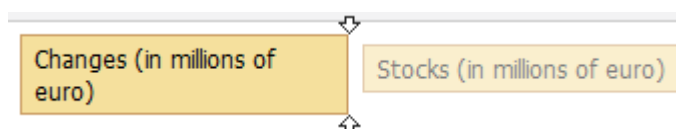
The data table is modified in the same way as in the case of row or column fields (see Section 2.1.3). Click the left mouse button on the required data field and, holding it down, drag the field to the data field area.

Where more than one data field is selected, a pop-up window with a list of the selected data fields appears.

Changes (in millions of euro)

Stocks (in millions of euro)

When a data field has been dragged to the required area, two arrows appear and the mouse button can be released.



The data field has been linked to the list.

To unlink a data field, drag it back to the area of data fields not linked to the table.

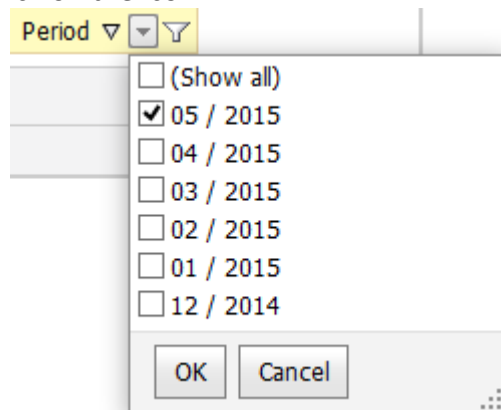



### 2.1.5. Sorting and filtering of row or column fields

Row or column field values can be sorted in an ascending or descending order and filtered. Sorting is performed by clicking on the triangle icon in a row or column field:

- ▲ sorting in an ascending order,
- ▼ sorting in a descending order.

To filter row or column values, click on the icon .




A list of available row or column field values opens. The row or column field shows all values by default. Where all values are not required in the data table, they are filtered by unchecking boxes at the unnecessary values. Where individual values are selected in the row or column field filter, an additional icon . It means that all row or column field values are not shown (selected).

### 2.1.6. Additional functionality

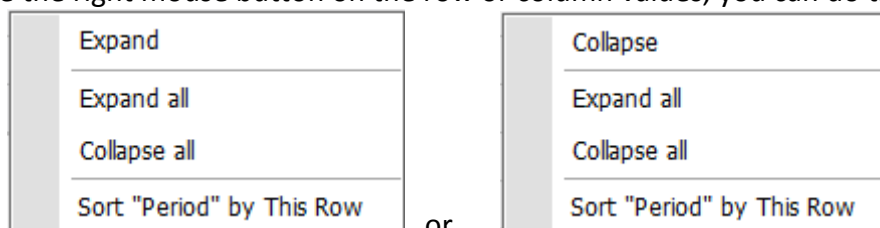
#### 2.1.6.1. Unlinking of row or column fields and data fields

By clicking once the right mouse button on a row or column field and a data field, you can unlink that field. To do that, click on **Hide**. A row or column field or a data field can also be unlinked by dragging it to the area of fields not linked to the table.

Changes (in millions of euro)	Period ▼ ▲ 	Hide			
Currency breakdown ▲ ▼	05 / 2015	04 / 2015	03 / 2015	02 / 2015	
Euro	299.0	- 711.1	- 120.4	- 536.3	
Other currencies	78.7	- 48.3	- 229.3	- 142.7	
Grand total	377.7	- 759.4	- 349.7	- 679.0	

#### 2.1.6.2. Menu of column and row values

By clicking once the right mouse button on the row or column values, you can do the following.





**Expand** – expands the hierarchy of the selected row or column.



**Collapse** – collapses the hierarchy of the selected row or column.

**Expand all** – expands the hierarchy of all rows or columns.




**Collapse all** – collapses the hierarchy of all rows or columns.



**Sort "... by this column** – rearranges data according to the values in the selected column. By default, sorting is done in an ascending order. To sort data in a descending order, click on the sorting icon . Where sorting has been applied to a column, the icon  appears at the column header.

No sorting by column has been applied.



Changes (in millions of euro)		Period 
Breakdown by residency and country groups 		01 / 2015
Latvia	31.9	
Other euro area countries	- 886.6	
Other foreign countries	1 516.9	
Grand total	662.2	

Sorting by the first column has been applied.




Changes (in millions of euro)		Period 
Breakdown by residency and country groups 		01 / 2015 
Other euro area countries	- 886.6	
Latvia	31.9	
Other foreign countries	1 516.9	
Grand total	662.2	

**Sort "... by this row** – rearranges data according to the values in the selected row. By default, sorting is done in an ascending order. To sort data in a descending order, click on the sorting icon  in the column field selected for sorting. Where sorting has been applied to a row, the icon  appears at the row header.

Before sorting by row






Changes (in millions of euro)				Period 
Breakdown by residency 				01 / 2015 02 / 2015 03 / 2015
Residents	31.9	- 113.9	- 69.8	
Non-residents	630.3	- 565.1	- 279.9	
Grand total	662.2	- 679.0	- 349.7	

After sorting by the first row

Changes (in millions of euro)				Period 
Breakdown by residency 				02 / 2015 03 / 2015 01 / 2015
Residents 	- 113.9	- 69.8	31.9	
Non-residents	- 565.1	- 279.9	630.3	
Grand total	- 679.0	- 349.7	662.2	

### 2.1.6.3. Information about a cell






The data table provides information about each cell. It can be seen, moving the cursor to the value of the respective cell but not clicking on it. An information field with row and column field values opens.

 Year  Month			
Changes (in millions of euro)			
Period 			
Breakdown by residency 			
Residents 	- 113.9	- 69.8	31.9
Non-residents	- 565.1	- 279.9	630.3
Grand total	- 679.0	- 349.7	662.2

Column: 02 / 2015  
 Row: Residents

#### 2.1.6.4. Selection of columns and rows

The column or row containing a particular cell can be selected and marked in the data table. To do that, move the cursor to the respective cell and double-click on it.

Changes (in millions of euro)		Period  		
Breakdown by residency 	Currency breakdown 	02 / 2015	03 / 2015	01 / 2015
[-] Residents (total) 		- 113.9	- 69.8	31.9
Euro		- 64.9	- 58.6	- 70.6
Other currencies		- 49.0	- 11.2	102.5
[-] Non-residents (total)		- 565.1	- 279.9	630.3
Euro		- 471.4	- 61.8	398.7
Other currencies		- 93.7	- 218.1	231.6
Grand total		- 679.0	- 349.7	662.2

The selection regime is cancelled by double-clicking on the selected cell.













## 2.2. Chart presentation area

### 2.2.1. Selection of charts

The section **Charts** allows the user to create a chart for the data presented in the data table. Opening the section **Charts** for the first time, the user obtains information about the chart presentation area.




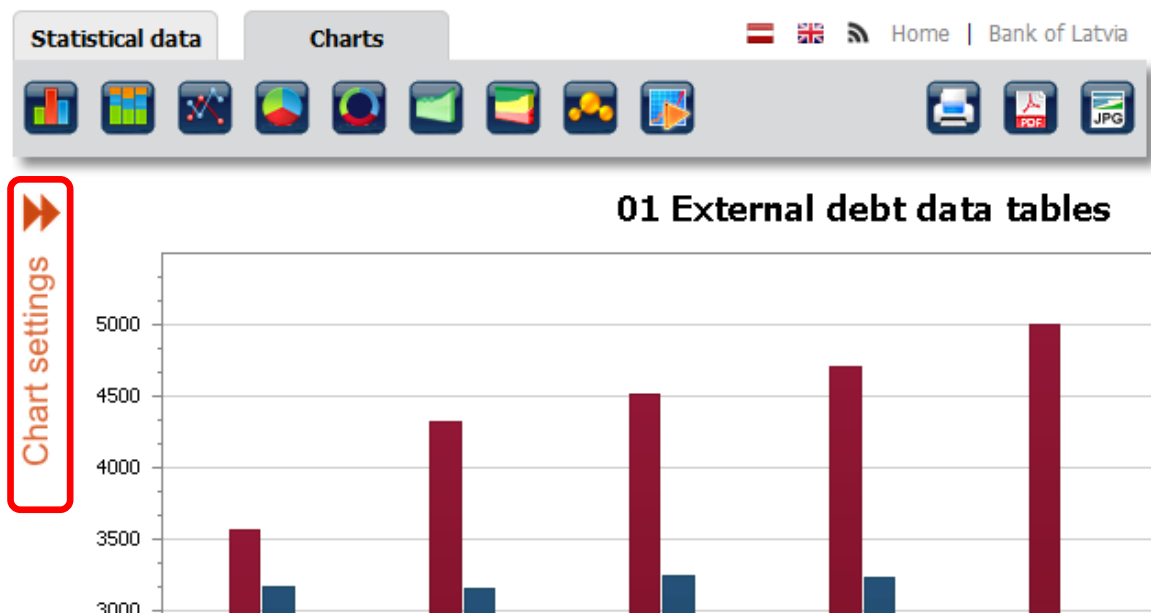
Clicking on the selected type of the chart creates a chart for the open data table.


 <b>Bar</b>	Presents data in a bar chart.
 <b>100% stacked bar</b>	Presents data in a 100% stacked bar chart.
 <b>Line</b>	Presents data in a line chart.
 <b>Pie</b>	Presents data in a pie chart.
 <b>Doughnut</b>	Presents data in a doughnut chart.
 <b>Area</b>	Presents data in an area chart.
 <b>100% stacked area</b>	Presents data in a 100% stacked area chart.
 <b>Bubble</b>	Presents data in a bubble chart.
 <b>Dynamic</b>	Presents data in a dynamic chart. Dynamic charts can only be created for the tables with defined time (date) values. Where the data table has no such values, a dynamic chart cannot be created. In such a case, a notice stating that the data table does not contain time values will appear.
 <b>Print</b>	Prints the chart.
 <b>PDF</b>	Saves the chart in a PDF format.
 <b>JPG</b>	Saves the chart in a JPG format.

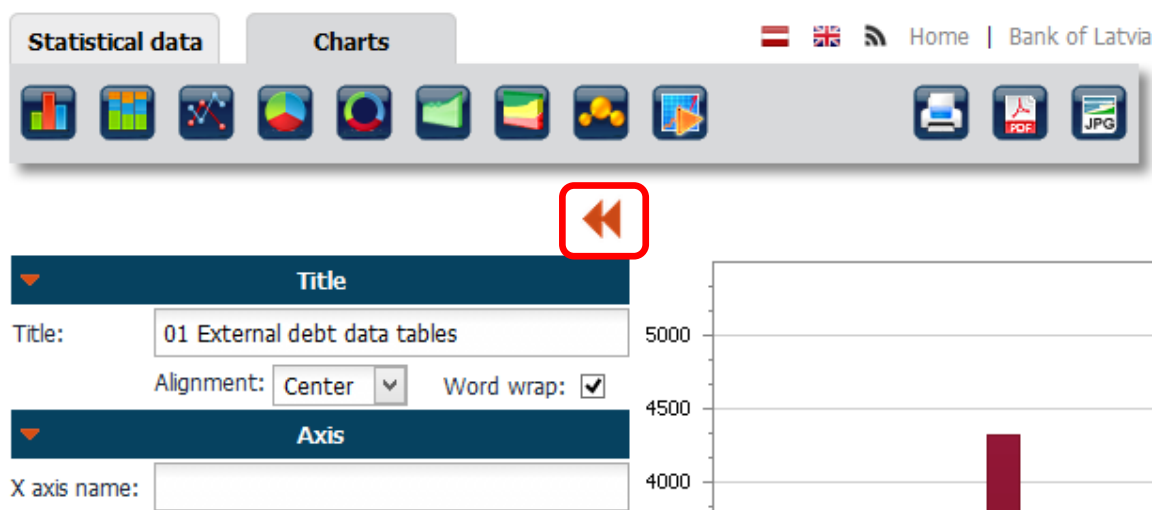
## 2.2.2. Chart settings

### 2.2.2.1. Opening and hiding the chart settings

The user can change the chart settings depending on the type of the chart. To see which settings of the chart can be changed, click on the icon  next to the title "Chart settings".

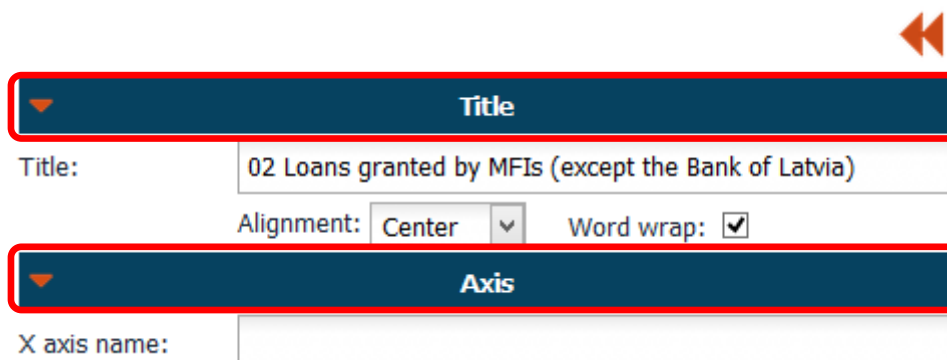


To hide the chart settings, click on the icon .



### 2.2.2.2. Collapsing and expanding the groups of chart settings

Chart settings are arranged in groups. To collapse a group of chart settings, click on the title of the group or the icon ▼.



▼ Title

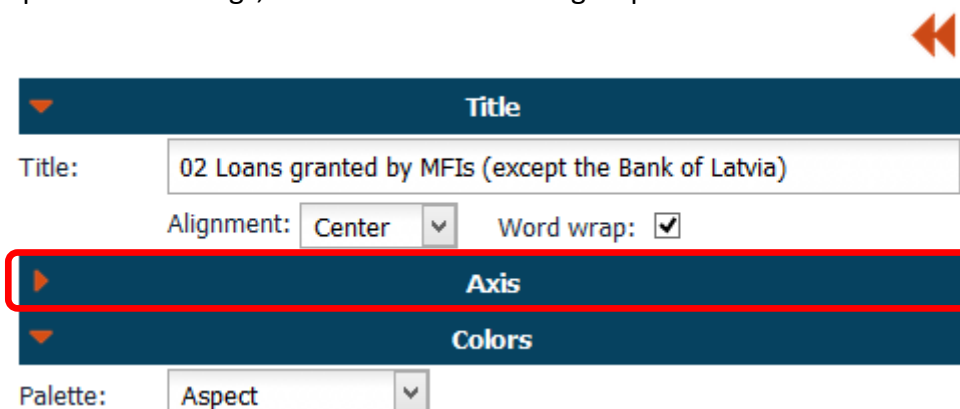
Title: 02 Loans granted by MFIs (except the Bank of Latvia)

Alignment: Center Word wrap: ☒

▼ Axis

X axis name:

To open a group of chart settings, click on the title of the group or the icon ►:



► Title

Title: 02 Loans granted by MFIs (except the Bank of Latvia)

Alignment: Center Word wrap: ☒

► Axis

▼ Colors

Palette: Aspect

### 2.2.2.3. Saving and cancelling chart settings

Chart settings are saved by clicking on the button . After saving, a chart is formed. To revert to the default chart settings, click on the button .

Title

Title: 02 Loans granted by MFIs (except the Bank of Latvia)

Alignment: Center Word wrap: ☒

Colors

Palette: Aspect

Legend

Show legend: ☐ Direction: Left to right

Horizontal alignment: Right outside Max horizontal size: 50%

Vertical alignment: Top Max vertical size: 100%

Other settings

Show labels: ☐ Show tooltip: ☒

Label position in pie and doughnut charts: Outside

Labels with name: ☐ Value as percent: ☒

Exploded points: None

Top N and others: ☐

Mode: Count Count: 5

Show "others": ☒ "Others" argument: Others

Save Cancel

### 2.2.2.4. Settings common for all types of charts

These chart settings are available for all types of charts, except the dynamic chart.

<div>Title</div> <div>Title: 02 Loans granted by MFIs (except the Bank of Latvia)</div> <div>Alignment: Center Word wrap: <input checked="" type="checkbox"/></div>	
Title	The title of the chart. It can consist of up to 150 characters.
Alignment	Select the type of text alignment.
Inserting a line break	Indicate whether the text is to be split into several lines.

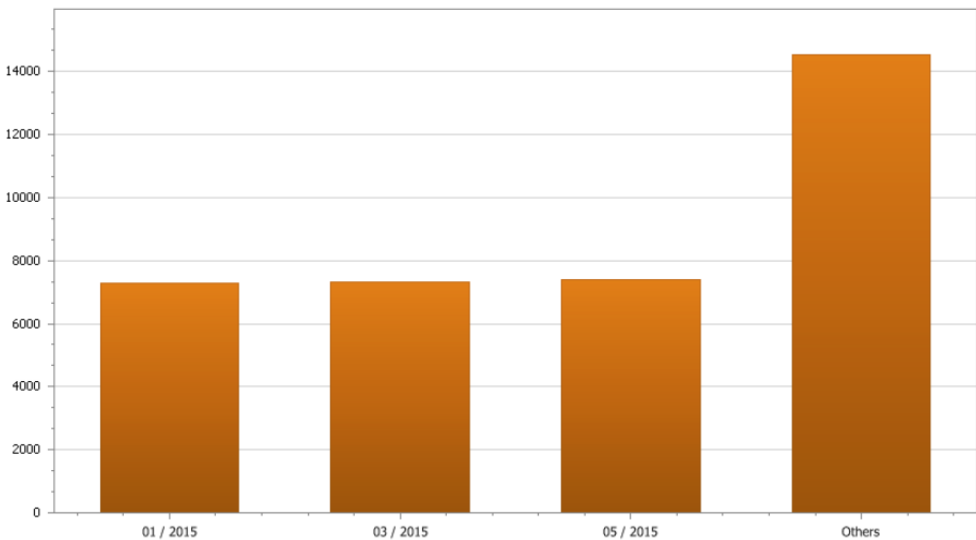
<div>Colors</div> <div>Palette: Aspect</div>	
Colour palette	Select the colour palette to be used in the chart.

Legend	
Show legend:	<input type="checkbox"/> Direction: Left to right ▾
Horizontal alignment:	Right outside ▾ Max horizontal size: 50% ▾
Vertical alignment:	Top ▾ Max vertical size: 100% ▾
Show the legend	Add or remove the legend in the chart.
Direction	Select the direction for arranging the elements of the legend.
Horizontal alignment	Select the location of the legend along the horizontal line.
Max horizontal size	Select the maximum size that the legend can occupy of the total chart size along the horizontal line.
Vertical alignment	Select the location of the legend along the vertical line.
Max vertical size	Select the maximum size that the legend can occupy of the total chart size along the vertical line.

Other settings	
Show labels:	<input type="checkbox"/> Show tooltip: <input checked="" type="checkbox"/>
Top N and others:	<input type="checkbox"/>
Mode:	Count ▾ Count: 5 ▴ ▾
Show "others"	<input checked="" type="checkbox"/> "Others" argument: Others
Show labels	Add or remove labels in the chart.
Show tooltip	Add or remove a tooltip that appears when the cursor points to a value in the chart.

05 / 2015

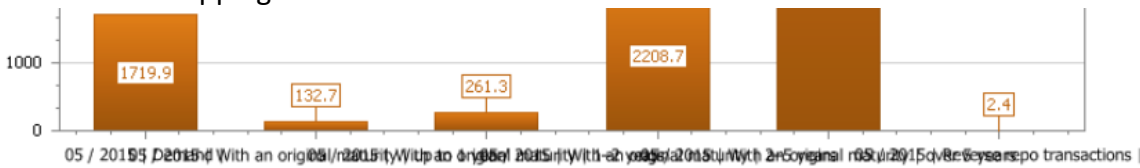
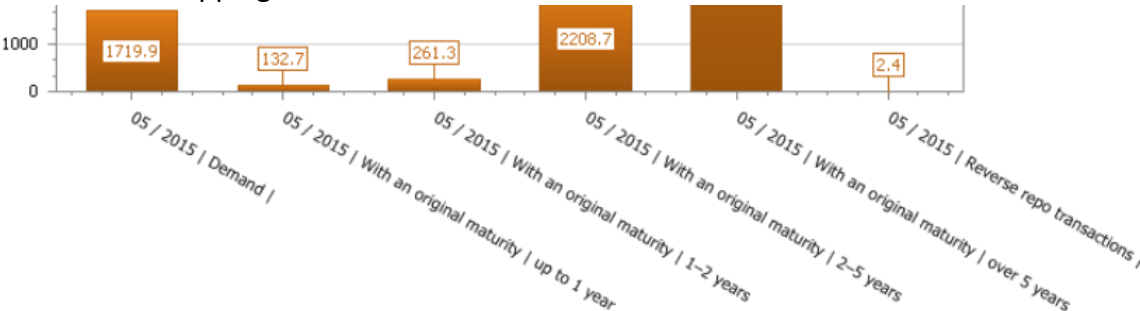
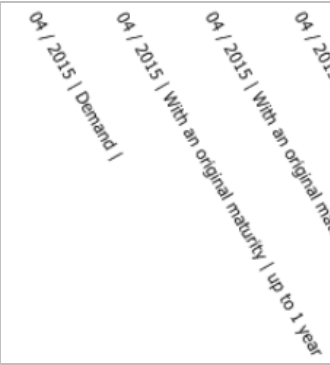
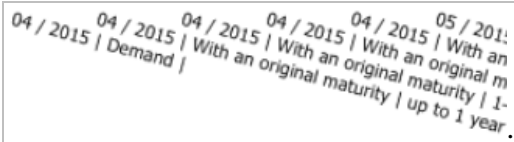


Top N and others	Use to display only the largest results that correspond to the selected criteria. For example, this chart shows the Top 3 largest values, and the total of other values is presented by the bar "Others".
	 <p>A bar chart with four bars. The x-axis labels are '01 / 2015', '03 / 2015', '05 / 2015', and 'Others'. The y-axis ranges from 0 to 14000 with increments of 2000. The first three bars are approximately 7500, 7500, and 7500 respectively. The 'Others' bar is significantly higher, reaching approximately 14500.</p>
Type	Select the criterion for displaying the results.
Show "Others"	Indicate whether to show other values that do not meet the "Top N" criterion.
"Others" argument	Add the title for the other values.

### 2.2.2.5. Settings for charts with X and Y axes

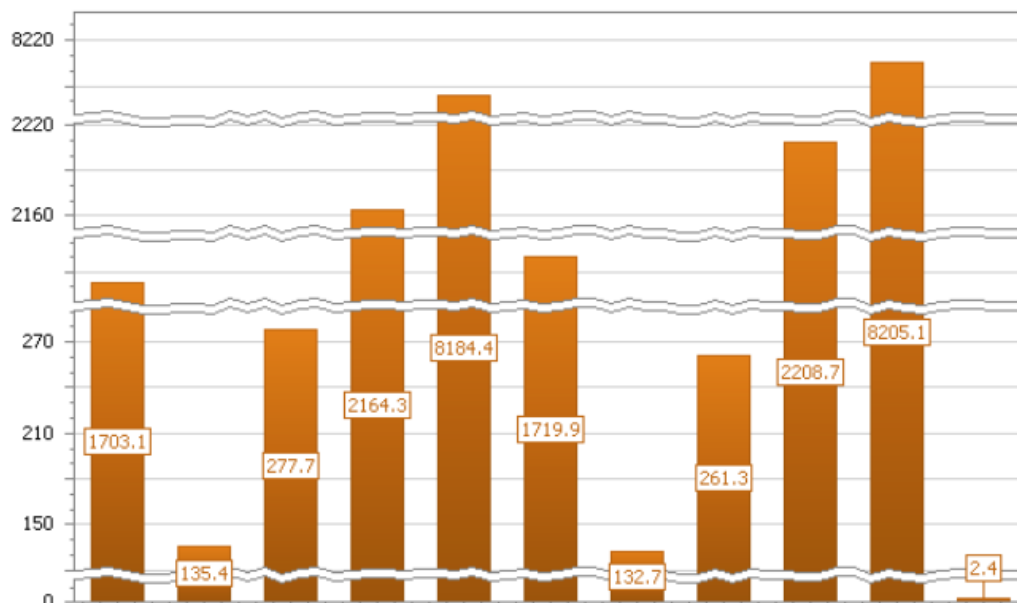
These settings are available in the group of chart settings "**Axes**", when selecting the bar, 100% stacked bar, line, area, 100% stacked area or bubble charts.

<div> <div>Axis</div> <div> <div>X axis name:</div> <div>Alignment: Center Word wrap: <input checked="" type="checkbox"/></div> <div>Y axis name:</div> <div>Alignment: Center Word wrap: <input checked="" type="checkbox"/></div> <div>Resolve overlapping for axis labels: <input checked="" type="checkbox"/> Indent: 15</div> <div>Logarithmic scale: <input type="checkbox"/> Logarithmic base: 2</div> <div>Scale breaks: <input type="checkbox"/></div> </div> </div>	
X axis name	The name of the x axis. It can consist of up to 150 characters.
Alignment	Select the type of text alignment.
Word wrap	Indicate whether the text is to be split into several lines.
Y axis name	The name of the y axis. It can consist of up to 150 characters.
Alignment	Select the type of text alignment.
Word wrap	Indicate whether the text is to be split into several lines.

<p>Resolve overlapping for axis labels</p>	<p>Indicate whether the position of axis labels is to be automatically changed. Where axis labels cannot be arranged in one line, they are rotated so that they do not overlap and are legible.</p> <p>"Resolve overlapping for axis labels" is turned off</p>  <p>"Resolve overlapping" is turned on</p> 
<p>Indent</p>	<p>Set the size of the indent between axis labels to calculate the position of labels. The larger the number, the larger the indent between labels.</p>  <p>The indent is set at "30":</p>  <p>The indent is set at "-10":</p> <p>The option "Indent" is functional if the option "Resolve overlapping for axis labels" is selected.</p>
<p>Logarithmic scale</p>	<p>Select to change the axis to a logarithmic scale.</p>
<p>Logarithmic base</p>	<p>Select the value of the logarithmic base.</p>

## Scale breaks

Add or remove scale breaks to the Y axis.



## 2.2.2.6. Settings for line charts

If a line chart is selected, the below settings are available in the group of chart settings "Other settings".

Other settings	
Show labels:	<input checked="" type="checkbox"/>
Show tooltip:	<input checked="" type="checkbox"/>
Line label overlapping mode:	Justify all around point
Line length:	20
Indent:	5
Top N and others:	<input type="checkbox"/>
Mode:	Count
Count:	5
Show "others"	<input checked="" type="checkbox"/>
"Others" argument:	Others

Line label overlapping mode	Select the mode for presenting labels in the line chart.
Line length	Set the length of a line for labels.
Indent	Set the size of the indent for labels to calculate the position of labels in the line chart.

### 2.2.2.7. Settings for pie and area charts

If a pie or doughnut chart is selected, the below settings are available in the group of chart settings **"Other settings"**.

Other settings	
Show labels:	<input checked="" type="checkbox"/>
Show tooltip:	<input checked="" type="checkbox"/>
Label position in pie and doughnut charts:	Outside <input type="button" value="v"/>
Labels with name:	<input type="checkbox"/>
Value as percent:	<input checked="" type="checkbox"/>
Exploded points:	None <input type="button" value="v"/>
Top N and others:	<input type="checkbox"/>
Mode:	Count <input type="button" value="v"/>
Count:	5 <input type="button" value="v"/>
Show "others"	<input checked="" type="checkbox"/>
"Others" argument:	Others

Label position in pie and doughnut charts	Select the position of labels in the pie and doughnut charts.
Labels with name	Indicate whether to display labels with names in pie and doughnut charts.
Value as percent	Indicate whether to display values as a percentage in pie and doughnut charts.
Exploded points	Select values to be emphasized in pie and doughnut charts.

### 2.2.2.8. Inner radius of a doughnut chart

If a doughnut chart is selected, the below settings are available in the group of chart settings **"Other settings"**.

Other settings	
Show labels:	<input checked="" type="checkbox"/>
Show tooltip:	<input checked="" type="checkbox"/>
Label position in pie and doughnut charts:	Outside <input type="button" value="v"/>
Labels with name:	<input type="checkbox"/>
Value as percent:	<input checked="" type="checkbox"/>
Exploded points:	None <input type="button" value="v"/>
Hole radius:	60% <input type="button" value="v"/>
Top N and others:	<input type="checkbox"/>
Mode:	Count <input type="button" value="v"/>
Count:	5 <input type="button" value="v"/>
Show "others"	<input checked="" type="checkbox"/>
"Others" argument:	Others

Hole radius	Select the inner radius of a doughnut chart.
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### USEFUL TIPS

To zoom into or out of the image of the information located in the data area, we suggest using the combination of the Ctrl key and the mouse wheel.

To increase the letters and digits on the screen, click the Ctrl key and, holding it down, scroll the wheel upwards.

To decrease the size of letters and digits, e.g., to display more information on the screen, click the Ctrl key and, holding it down, scroll the wheel downwards.

We suggest scrolling the wheel slowly, waiting for the internet explorer to adjust.